

Mandan Park District  
Board Meeting Minutes  
June 13, 2019

The Board of Park Commissioners duly met in special session on Thursday, June 13, 2019 at Park Administrative Office at 2600 46<sup>th</sup> Ave SE in the main conference room.

**Attendees:**

Park Commissioners: President Wade Meschke, Chad Hatzenbuhler, Wanda Knoll and Miles Mehlhoff.

Park District Staff present: Director Cole Higlin, Park Superintendent Dustin Fleck, Accounting Manager Teri Welch and Golf Operations Brad Olson.

President Meschke called the meeting to order at approximately 12:00pm, CDT.

**Public Communication:** No one appeared.

**Minutes:** Motion by Commissioner Hatzenbuhler and seconded by Commissioner Knoll to approve the May 13, 2019 regular meeting. Motion passes 4-0.

**Unfinished Business:**

**Item # 1:** Higlin updated the board on the Memorial Ballpark construction and stated that the public open house was a success with around 200 people attending. Director Higlin mentioned that there are a couple of items not completed. The rubber flooring in both dugouts requires three days to install for each dugout and 48 hours to cure. The schedule at the ballpark is full and the work is scheduled for July 29 to install. Painting all of the structural still needs to be completed along with touchups to all the railings and doors. Accounting Manager updated the board on the construction budget year to date and contingency is over by \$25,000 due to some additional items the baseball club requested to be completed. Director Higlin stated that the way the agreement is stated, the Mandan Baseball Club is responsible for all expenses exceeding the \$2.5 million budget.

**New Business:**

**Item # 1:** Lynnell Rude Ussatis and Leah Burke from Haga Kommer CPA's presented the 2018 Audit. Lynnell reported that they were issuing a clean opinion with no items of non-compliance. She stated the records were in very good shape this year, and very good on findings, with nothing out of the ordinary. Total assets at year-end for all funds were \$44.9 M, total liabilities were \$4 M, and the unrestricted net position was \$1,895,963. For the 2018 Budget, revenues came in over budget, and expenditures came in under budget, leaving an ending General Fund balance of approximately \$1.5 M. President Meschke thanked the staff for continually monitoring the budget and controlling the spending, which helps the Board in their decision making. The audit committee included President Meschke, Vice President Jason Arenz, Accounting Manager Welch and Director Higlin. The committee recommendation was to approve the 2018 Audit as presented. Motion by Commissioner Knoll to approve the 2018 Audit as presented, seconded by Commissioner Hatzenbuhler. Motion passes 4-0.

**Items # 2:** Director Higlin presented the revised agreement with the Mandan Progress Organization for the use of Dacotah Centennial Park for the use of the 4<sup>th</sup> of July Rodeo July 2-3 for 2019, 2020, and 2021. The agreement previously charge \$1 per head surcharge for attendees to the rodeo for Park District staff setting up/tearing down the rodeo arena, and cleaning the facility each morning. Director Higlin stated that moving forward the Mandan Progress Organization will be responsible for cleaning the facility after each event and the surcharge will be decreased to \$.50 per head since we are still setting up and tearing down the arena. Park Superintendent Fleck stated that it typically takes 5 days to set up and tear down the arena. Motion by Commissioner Knoll to approve the revised agreement with reducing the per head surcharge to \$.50 in exchange for the Mandan Progress Organization cleaning up after each event. Seconded by Commissioner Hatzenbuhler, Motion passes 4-0.

**Item # 3:** Golf Operations Manager Brad Olson asked for approval for John Westereng to attend a PGA Event in Minneapolis and work on the ground crew. All expenses are paid to attend the training and John would still be paid his 40hours work week. Motion by Commissioner Knoll to approve John Westereng to attend the PGA event volunteering for the ground maintenance crew. Seconded by Commissioner Hatzenbuhler. Motion passes 4-0.

**Items # 4:** Director Higlin updated the board on the upcoming public hearing at HA Kautzman Park on June 19 at 6pm. KLJ will be on hand to lead the event and allow public comment on park improvements. If we have severe weather, the meeting will be moved to Roosevelt Elementary School.

**Item #5:** Accounting Manager Welch requested approval to pay off the Universal Playground one year earlier to assist with 2020 budget shortfalls. We would use our general fund surplus to make the final payment. Accounting Manager Welch stated that majority of the pledges for the Universal Playground have been collected. Motion by Commissioner Mehlhoff and seconded by Commissioner Hatzenbuhler to make the final 2020 payment in 2019. Motion passes 4-0.

**Items # 6:** 2020 Budget has been started with packets sent out to Dept. Managers and Commissioner Portfolio meetings will take place in mid-June. Director Higlin will send out dates that work all parties and a reminder that July 17, 2019 will be the annual budget retreat.

Authorization of payment of the monthly bills. Motion was made by Commissioner Knoll seconded by Commissioner Arenz Motion passes 5-0.

**MANDAN PARK DISTRICT**  
**\*Check Summary Register**  
**June 2019**

Name	Check Date	Check Amt	
<b>11000 STARION FINANCIAL</b>			
Paid Chk# 042467	AGASSIZ	6/11/2019	\$378.00 GREEN PRO CRABGRASS PREVENTER-
Paid Chk# 042468	ASSOCIATED SUPPLY CO INC	6/11/2019	\$6,261.75 PAINT LAZY RIVER - RR
Paid Chk# 042469	BSN SPORTS	6/11/2019	\$2,593.17 BASEBALL PANTS
Paid Chk# 042470	C & H GLASS COMPANY	6/11/2019	\$18,764.60 ASA BROKEN WINDOW BY 78'S
Paid Chk# 042471	CAPITAL TROPHY INC	6/11/2019	\$767.50 MEM BALLPARK DONOR APPRECIATIO
Paid Chk# 042472	CHADS CARPET CLEANING	6/11/2019	\$261.76 CARPET CLEANING SSC
Paid Chk# 042473	CUSTOM AIRE INC	6/11/2019	\$23,888.45 PAY AP #5 MEM BALLPARK RENO
Paid Chk# 042474	DAKOTA FIRE STATION	6/11/2019	\$327.45 FIRE EXTINGUISHER SERVICES-SHO
Paid Chk# 042475	DAKOTA PROMOTIONS	6/11/2019	\$172.79 A/P CHECKS-ADMIN
Paid Chk# 042476	DAKOTA STAR GYMNASTICS	6/11/2019	\$425.33 MAY HEALTH INS REIMBURSEMENT
Paid Chk# 042477	DEAN FOODS NORTH CENTRAL	6/11/2019	\$436.52 MILK SMAC
Paid Chk# 042478	DIRK PLUMBING & HEATING INC	6/11/2019	\$430.00 RESET DRINKING FOUNTAIN-ASA
Paid Chk# 042479	ECO FACILITY SERVICES	6/11/2019	\$400.00 MAY CLEANINGADMIN
Paid Chk# 042480	ELECTRIC SYSTEMS INC	6/11/2019	\$15,588.27 PAY AP #5 MEM BALLPARK RENO
Paid Chk# 042481	FETZER ELECTRIC	6/11/2019	\$1,250.00 SSC ELECTRICAL WORK
Paid Chk# 042482	FIRESIDE OFFICE SOLUTIONS	6/11/2019	\$117.16 OFFICE SUPPLIES PW
Paid Chk# 042483	GREAT PLAINS SECURITY	6/11/2019	\$480.00 SECURITY BILL FOR MM
Paid Chk# 042484	HAWKINS INC	6/11/2019	\$4,159.96 RR CHEMICALS FOR WATER
Paid Chk# 042485	INNOVATIVE OFFICE	6/11/2019	\$131.05 RR LABELS
Paid Chk# 042486	KADRMAS LEE & JACKSON INC	6/11/2019	\$6,000.00 CONSTRUCTION ADMIN-MEM BALLPAR
Paid Chk# 042487	KIMS APPLIANCE SERVICE INC	6/11/2019	\$95.00 RR CHECK GRILL & FRYERS
Paid Chk# 042488	LOWER HEART WATER	6/11/2019	\$3,800.00 2019 LAND RENT
Paid Chk# 042489	MANDAN BASEBALL CLUB	6/11/2019	\$1,198.20 BASEBALL MATS, RACKS, MATCHING
Paid Chk# 042490	MANDAN POLICE DEPARTMENT	6/11/2019	\$150.00 RESPONDING TO ALARM AT SSC
Paid Chk# 042491	MANDAN PUBLIC SCHOOLS	6/11/2019	\$90.00 SCHOOL BULLETINS
Paid Chk# 042492	MCQUADE DISTRIBUTING	6/11/2019	\$200.00 2019 MCQUADE SOFTBALL TOURNAME
Paid Chk# 042493	MILLER INSULATION	6/11/2019	\$8,110.00 INSULATION-RR BLDG
Paid Chk# 042494	MISSOURI VALLEY PETROLEUM	6/11/2019	\$108.00 PROPANE TANKS-PW
Paid Chk# 042495	MOST DEPENDABLE	6/11/2019	\$2,435.00 SOFTABLL FOUNTAIN REPAIR
Paid Chk# 042496	ND SEWAGE PUMP LIFT STATION	6/11/2019	\$6,000.00 LIFT STATION REPAIRS-RR ( FAMI
Paid Chk# 042497	NDACO	6/11/2019	\$2,078.67 JULY I.T. SERVICES
Paid Chk# 042498	NORTHERN TROPHY &	6/11/2019	\$3,384.00 COACHES SHIRTS
Paid Chk# 042499	NORTHWEST CONTRACTING	6/11/2019	\$686,257.86 PAY AP #9 MEM BALL PARK RENO
Paid Chk# 042500	OXENTENKO, INC	6/11/2019	\$12,329.90 PAINT FOUL TERRITORY POLES MEM
Paid Chk# 042501	PHYNE PHOTOGRAPHY	6/11/2019	\$79.00 TERI'S PROFESSIONAL PHOTO
Paid Chk# 042502	PIONEER ATHLETICS	6/11/2019	\$1,827.00 LINE PAINT
Paid Chk# 042503	RED RIVER REFRIGERATION	6/11/2019	\$557.00 LEAK DETECTION CALIBRATION-SSC
Paid Chk# 042504	SAFE SLIDE RESTORATION	6/11/2019	\$7,500.00 RR SLIDE REPAIRS
Paid Chk# 042505	SANFORD HEALTH	6/11/2019	\$50.00 ERGONOMIC ASSESSMENT
Paid Chk# 042506	NICOLE SCHERR	6/11/2019	\$61.20 MILEAGE-MAC
Paid Chk# 042507	SIGN PRO	6/11/2019	\$20.00 PLASTIC NAME PLATE FOR BILL-RR
Paid Chk# 042508	SPIFFY BIFFS	6/11/2019	\$272.00 MW TOILET PORTABLE
Paid Chk# 042509	SUPER ROOTER	6/11/2019	\$225.00 KITCHEN DRAINS RR
Paid Chk# 042510	SUPERIOR TECH PRODUCTS	6/11/2019	\$20,583.50 BSB GRASS SEED
Paid Chk# 042511	ADOLPH KEIFER AND	6/11/2019	\$276.55 GUARD CLASS SUPPLIES
Paid Chk# 042512	TUBE PRO INC	6/11/2019	\$3,375.00 300 TUBES FOR LAZY RIVER
Paid Chk# 042513	US FOOD SERVICES INC	6/11/2019	\$10,497.52 SMAC FOOD ORDER
Paid Chk# 042514	VERMONT SYSTEMS INC	6/11/2019	\$972.00 VSI ADDITIONAL TEMP USERS FOR

**Total Checks**      \$855,366.16

US Bank      \$31,544.66  
6/14/19 Payroll      \$120,758.23

Motion to adjourn the meeting was at approximately 12:35pm. Motion made by Commissioner Mehlhoff, seconded by Commissioner Hatzenbuhler. Motion passes 4-0.

---

Cole Higlin  
Clerk, Mandan Park District

---

Wade Meschke  
President, Board of Park Commissioner